

Business and Information Technology Education And English/Language Arts Education Equivalency Process (Step-by-Step)

1. Establish a committee to review the business and information technology (BIT) education course(s) for English/language arts (ELA) equivalent status.
 2. Review the knowledge and skills of the course the district is seeking for equivalency.
 3. Perform a crosswalk of the BIT standards and the Common Core State Standards for English/Language Arts. The task force has already crossed these standards and has created a template to use (available online at www.dpi.wi.gov/bit/equivalency.html). The final process is for the local teacher/committee to review the local curriculum to the crosswalk and include the number of days/hours and knowledge and skills.
 4. Examine how this equivalent course fits into the current ELA course offerings.
 5. Request school board approval for the equivalent course.
 6. Submit all documentation which includes:
 - List of committee members and their titles
 - PI 1803-BIT form (available online at www.dpi.wi.gov/bit/equivalency.html)
 - Documentation of the equivalent course content/syllabus with instruction time
 - Completion of the crosswalk on template provided
 7. The equivalent course will be documented on the student's transcripts by the school district using a standard identification system.
 - Example: Business Communication EE
 - The BIT equivalent course must be listed under the business and information technology education department. It is a BIT education teacher teaching a BIT course. It is the district's decision to allow this course for the equivalent option.
 8. The equivalent course documents will be reviewed and the school districts will be notified within 60 days of receipt.
 9. If equivalent course is accepted, the information will be processed into a database, which will be shared with the UW-System for their reference. The database will be updated annually and shared with the UW-System each year.
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